**UNIVERSITY OF KYRENIA**

**SCIENCE, SOCIAL AND HUMAN SCIENCES ETHICS COMMITTEE DIRECTIVE**

**PART ONE**

**Aim, Scope, Legal Basis, Definitions, Ethics Committee Structure and Qualification, Duties and Powers of Members**

**Aim**

**Article 1-** The purpose of this Directive; to regulate the structure, duties, powers and working procedures of the Ethics Committee to be established, in order to create rules within the framework of existing principles and rules and to work in line with these purposes about presenting opinion, examining research proposals and practices and calling of ethical approval when necessary on ethical evaluations in all scientific research, publication, test, application, education, service and art activities carried out in the units affiliated to the University of Kyrenia or requiring the members and students of the university to obtain data from human participants.

**Scope**

**Article 2-** This Directive covers ;

1. Research ethic issues related to scientific research and studies conducted by members and students of the University of Kyrenia and scientific research and studies, and scientific activities, projects, supported and / or conducted scientific research and development projects.

2. Research ethics issues related to thesis and scientific publications and scientific research and development projects that carried out during master's and doctoral studies,

3. The structure, duties and work style of the Ethics Committee, the aims and functioning of the Committee, information about how to appeal to the Committee and the evaluation processes of the Committee,

4. Issues related to appeal to the Ethics Committee and related evaluation processes.

**Legal Basis**

**Article 3-** This Directive which is based on provisions of national and international legislation on science ethics has been regulated in accordance with the Article 44 of Higher Education Board of the Turkish Republic of Northern Cyprus (YÖDAK) Ethical Coordination Board Legislation and the Turkey’s Higher Education Law No.2547 Article 14 which regulates the duties of the senate and Article 42 which regulates scientific supervision in universities.

**Definitions**

**Article 4-** In this regulation :

**a) University:** Refers toUniversity of Kyrenia,

**b) Rector:** Refers to the Rector of University of Kyrenia,

**c) Ethics Committee:** Refers to University of Kyrenia Science, Social and Human Sciences Ethics Committee,

**d) Senate:** Refers to University of Kyrenia Senate,

**e) University Members:** Refers toacademic and administrative staff working at the University and the students limited to the subjects of this Directive,

**f) University Units:** Refers to relevant units defined in the Higher Education Law of the Turkish Republic of Northern Cyprus,

**g) YÖDAK:** Refers to Higher Education Board of the Turkish Republic of Northern Cyprus (YÖDAK) established in accordance with Article 7 of the Turkish Republic of Northern Cyprus Higher Education Law,

**h) Ethical principles and rules:** Refers toethical principles and rules within the framework of national and international understanding and declarations,

**I) Plagiarism:** Refers to presenting the ideas, methods, data, practices, writings, figures or works of others as if they were their own work, without reference to scientific rules or written permission,

**j) Falsification:** Refers to producing data that is not based on research, to editing or changing the presented or published work based on the unreal data, to reporting or publishing them, presenting an uncompleted research as completed.

**k) Falsifying:** Refers to falsifying the research records and the data that has been obtained, presenting the unused methods, devices and materials in the research as being used, not evaluating the data that are not suitable for the research hypothesis, manipulating data and / or results to make them applicable to relevant theories or assumptions, falsifying or shaping research results in line with interests of the people and organizations from which they receive support

**l) Republishing:** Refers to submitting different works in all references that contains the same results of a single research, in order to be considered as separate works,

**m) Slicing:** Refers to splitting the results of a single research into pieces contrary to the purpose of the research and to present them as separate works by publishing numerous publications without reference to each other.

**n) Unfair Authorship:** Refers to including people with no active contribution in the authors list of the research without getting their opinions, removing people who have active contributions from the authors list during publication or in subsequent editions, changing the author's list order unjustifiably and inappropriately,

**o) Other Ethical Violations:** Refers to all ethical violations other than those mentioned above,

**p) Ethical Violation:** Refers to deliberating actions of an academic and scientific institution within the framework of its duties, powers and responsibilities that do not comply with ethical principles and rules in scientific research and publication, education and service activities,

**q) Ethical Carelessness:** It refers to unintentional actions based on carelessness, ignorance and inexperience in complying with the ethical principles and rules in scientific research, publication, education and service activities within the framework of the duties, powers and responsibilities of an academic and scientific institution.

**Structure of the Ethics Committee, Qualifications of the Members and Term of Office**

**Article 5 –**1)Ethics Committee; it consists of 6 (six) members appointed by the Rector. Faculty members who have received disciplinary punishments or who has been punished for ethical violation or ethical carelessness cannot become member of the Ethics Committee. Members appointed to the Ethics Committee elect a chairperson and a vice-chairperson among them at the first meeting of the Ethics Committee.

2) The term of office of the members of the Ethics Committee is two years. A member whose term of office has expired could reinstated.

3) Membership of the Ethics Committee ends in the following cases;

a) Failure to attend three consecutive meetings without permission and excuse within a calendar year, or to be unable to attend the Ethics Committee meetings for more than three months even if there is a legal reason, or to be deemed to be on leave for a long time abroad or to receive medical reports for more than three months.

b) Subjecting to a disciplinary punishment or a decision of ethical violation or ethical carelessness during his/her membership in the Ethics Committee,

c) Resigning from the university,

d) Withdrawing from the Ethics Committee membership.

 **Duties and Responsibilities of the Ethics Committee**

**Article 6-** 1) Ethics Committee has the following duties and responsibilities;

a) Evaluating and expressing opinions based on satisfactory and convincing evidence, in line with ethical behaviour principles and rules, in ethical problems occurring between the academic and administrative units of the university, on science, publication, education and service activities,

b) Creating new principles and rules in the field of research and publication ethics when necessary,

c) Determining the application methods of ethical principles and rules,

d) Developing basic ethical principles and policies of the university,

e) To work in full confidentiality on ethical issues and problems for which it evaluates, makes decisions and creates an opinion.

 **Meeting of the Ethics Committee**

**ARTICLE 7** –1) The Ethics Committee convenes at least once a month upon the call of the chairperson with the absolute majority support of the members. The meeting date, time and agenda are notified to the members in written prior to the meeting. If deemed necessary, an additional agenda is given to the members during the meeting.

2) The Ethics Committee may convene extraordinarily, when necessary, upon the call of its chairperson.

3) Ethics Committee can meet online when necessary.

4) Ethics Committee meetings are conducted by the Vice Chairperson in the absence of the Chairperson.

 **Working Method of the Ethics Committee**

**Application Requirements**

**Article 8-**1) The Committee prepares a directive that determines its own procedures and principles.

2) The Committee prepares a form to evaluate the applications to be made.

3) The content of the research, the procedures to be carried out, the nature and extent of the possible disturbance if any, and the staff who will participate in the experiments are included in the form in detail. All applications and decisions taken are recorded by giving a date and number. Records are kept for a minimum of five years. The following information must be included in this form which will be announced on the University of Kyrenia Science, Social and Human Sciences Ethics Committee website:

a) Name of the research.

b) Name, title, place of duty, contact information of the research director and other researchers.

c) Where necessary, training certificates of those who will perform the procedure on participants.

d) The center / centers where the research will be conducted.

e) Research type, content, rationale / purpose, application date, time and duration.

f) Storage period and conditions of raw and processed data obtained in the study.

g) The Committee summarize its evaluations under the following headings: “appropriate”, “need to be corrected”, or “not appropriate”. The decisions are notified to the applicant in written within forty business days at the latest from the date of application. This period also includes project evaluation. In cases where the project is complex or involves more than one discipline, the Ethics Committee may extend the mentioned period for one time only for no more than fifteen business days.

h) The applications for which the decision of “need to be corrected” is re-evaluated by the committee after correction made by the applicant.

ı) After the approval of the Ethics Committee, the changes in the project and the people who will participate in the study are reported to the Ethics Committee in written by the project director and the approval of the committee is obtained.

j) While the applications of the committee members are being discussed, the relevant member cannot participate in the discussions and cannot vote.

j) The approval and evaluation of applications belongs to the Ethics Committee. Documents that do not comply with the application requirements will not be evaluated.

k) If an application previously reviewed and finalised by the Ethics Committee is reapplied without new evidence, the application will not be evaluated.

**Evaluation of Applications**

The Ethics Committee evaluates the application files, for appeals regarding ethical approval requests, in the light of the following principles:

1. Applications are evaluated only in terms of ethics by the Committee.

2. The Ethics Committee carries out its evaluations on the file and can receive written or verbal information from the relevant persons when necessary.

3. Each file that reaches the secretariat of the Ethics Committee is put on the agenda of the meeting to be held at the nearest date by the Chairperson of the Ethics Committee.

4. The Ethics Committee, when deemed necessary, may refer to the opinions of experts from within or outside the University.

5. Members of the Ethics Committee complete their examination within a maximum of forty days. At the meeting, the situation examined is evaluated in the light of relevant information, documents and evidences and the opinions are expressed and the application evaluation is finalised.

6. The Ethics Committee makes its evaluations within the framework of legal and ethical principles. The Ethics Committee takes decisions by an absolute majority of the votes cast. In case of equality of votes, a decision is made in line with the Chairperson's vote. The decision taken, together with the justifications of ethical judgments, is prepared as a final report and signed by all of the members attending the meeting. Members who voted against the decision add their reasoned decisions to the final report. Members cannot abstain from a vote. .

7. A person, who has been subjected to a decision of ethical violation / ethical carelessness, may request the Ethics Committee to re-evaluate the decision within one week from the notification of the decision.

8. The decisions of the Ethics Committee cannot be shared with third parties and communication tools other than those concerned.

**PART TWO**

**Basic Principles and Rules of Scientific Research Ethics and Publication Ethics**

**Basic Principles of Scientific Research Ethics**

**Article 9** - The basic principles and rules to be followed in all kinds of scientific research are as follows:

1. It is essential to obtain the data by using scientific methods. Scientific methods cannot be excluded in their evaluation, interpretation and obtaining theoretical results, and the results cannot be distorted, and the research findings that are not obtained cannot be presented as actual research results.

2. The enlightened consent of the participants in field studies to be conducted within the scope of researches that obtain data from human participants in science, social and human sciences are obtained in written. If the research is conducted at an institution, the permission of the institution to which they are affiliated is obtained after the participants consent.

3. In scientific research, “Do No Harm” and “Respect for Life” principles has priority. It is essential not to harm the subjects in research. It is essential that the experiment does not harm the subjects, those who will perform the experiment, the environment, animal and human health, and cultural heritage.

4. Necessary permissions are obtained in written from the authorized units before starting the work. In this context, the provisions of the international declaration and the international conventions to which the TRNC is a party, the provisions of the national legislation and the memorandum of understanding are taken into consideration.

5. Researchers and authorities are obliged to inform and warn those concerned about possible harmful practices regarding the scientific research. Subjects should be clearly informed about possible risks and care should be taken to comply with the principle that the decision to participate in the experiment is taken freely without influence and pressure .

6. Researchers have the right not to participate in researches that, in their own conscience, may lead to harmful results and / or practices they do not approve.

7. Participants do not have to finish the research they have started. They have the right to withdraw from the research at any time.

8. For the works to be carried out, it is ensured that the data and information obtained from other persons and institutions are used to the extent as permitted, their confidentiality is respected and protected.

9. Opportunities and resources allocated for scientific research cannot be misused .

10. The responsibility of preserving the personal information of the participants in the research in accordance with the national and international legislation on the protection and storage of personal data and using them in the research belongs to the researcher.

**Basic Principles and Rules on Publication Ethics**

**Article 10**- The basic principles to be followed in all kinds of scientific publications are as follows:

1. People who do not contributed to the design, planning, execution and publication of the scientific research cannot be included in the authors list.

2. While benefiting from a study in scientific publications, the source is mentioned in accordance with the scientific citation rules.

3. Theses or studies that have not been submitted yet or theses that have not completed the defence phase cannot be used as a source without the permission of the owner.

4. The accuracy of a scientific research should not be doubted and forms of scientific deception (such as sloppiness and scientific fraud) should be avoided.

5. Except for propositions such as universally recognized scientific theories, basic knowledge of scientific fields, mathematical theorems and proofs, and national and international legislation, no study or part of it cannot released in its original language or published translation without permission and without reference to the original source.

**PART THREE**

 **Enforcement and Executive**

**Enforcement**

Article 11- The provisions of this directive come into force after being accepted by the University of Kyrenia Senate.

**Executive**

Article 12- The provisions of this directive are executed by the Rectorate of University of Kyrenia.